



City of Harrisburg
Department of Building and Housing
Development
Bureau of Codes Administration



Linda D. Thompson, Mayor

Building / Fire / Zoning Permit

Property No. _____	For Office Use Only	Building Permit Fee \$ _____
Building / Fire No. _____	<input type="checkbox"/> DOUBLE FEE →	Zoning Permit Fee \$ _____
Zoning Permit No. _____	Permit Issued ____/____/____	Special Permit Fee(Petroleum) \$ _____
		Penalty Fee \$ _____
		Total Fee \$ _____

I. LOCATION OF BUILDING (CORRECT FEE AMOUNT MUST ACCOMPANY THIS APPLICATION OR IT WILL NOT BE PROCESSED)

(No.) _____ (Street) _____ (Zoning Districts) _____

II. TYPE OF BUILDING: All applicants complete parts A-G

1. ☐ New 2. ☐ Addition 3. ☐ Alteration 4. ☐ Signage 5. ☐ Demolition
6. ☐ Parking Lot 7. ☐ Repair/Replacement 8. ☐ Fire Prevention Code 9. ☐ Change of Use/Zoning

B. HAZARDOUS CHEMICALS: Will you be using and/or producing any hazardous chemicals?

☐ No ☐ Yes If yes, provide attachment(s) with listing of chemicals, site and method of disposal.

C. EXISTING USE / PROPOSED USE: (Mark "E" for Existing Use; "P" for Proposed Use)

Residential

Non – Residential

- | | | |
|--|---|---|
| <input type="checkbox"/> Single Family 101 | <input type="checkbox"/> Amusement, Recreational 318 | <input type="checkbox"/> Public Utility 325 |
| <input type="checkbox"/> Multi-Family 103 | <input type="checkbox"/> Religious Institution 319 | <input type="checkbox"/> School, Library, other educational 326 |
| Enter number of units _____ | <input type="checkbox"/> Industrial 320 | <input type="checkbox"/> Stores, Mercantile 327 |
| <input type="checkbox"/> Hotel, Motel or Dormitory 213 | <input type="checkbox"/> Parking Garage 321 | <input type="checkbox"/> Tanks, Towers 328 |
| Enter number of units _____ | <input type="checkbox"/> Service Station/Garage 322 | <input type="checkbox"/> Other 329 |
| <input type="checkbox"/> Garage/Carport 436 | <input type="checkbox"/> Hospital, Institutional 323 | Specify _____ |
| <input type="checkbox"/> Other 329 | <input type="checkbox"/> Office, Bank, Professional 324 | |
- Specify _____

TYPE OF BUILDING: ☐ Detached ☐ Semi-Detached (one-wall attached) ☐ Attached (both walls)

BUILDING IS: ☐ Occupied ☐ Vacant If vacant, how long? _____ weeks/months/years

D. OWNERSHIP: ☐ Private (individual, corporation, non-profit institution, etc.) ☐ Public (government)

E. DESCRIPTION OF WORK: (Attach additional sheets if necessary, with drawings and photographs as required or necessary.)

F. COST (round up to nearest dollar amount):		Approval Comments:
i. General Improvements	\$	
ii. Electrical	\$	
iii. Plumbing	\$	
iv. Other (sprinkler, etc)	\$	
TOTAL COST of Improvements	\$	

G. IDENTIFICATION: To be completed by all applicants			
Name	Mailing Address		Telephone No.
1. Owner or Lessee			()
2. Contractor		License No.	()
3. Architect or Engineer			()

Electrician: _____ Plumber: _____

Is your Workers' Compensation Insurance Current? ☐ Yes ☐ No

Exemption - The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of the Pennsylvania Workers' Compensation Law for one of the following reasons as indicated:

☐ Contractor with no employees
☐ Religious exemption under the Workers' Compensation Law

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

 Signature of Applicant

 Address

_____/_____/_____
 Application Date

YOU ARE RESPONSIBLE FOR OBTAINING ALL PERMITS REQUIRED

FOR OFFICE USE ONLY

Zoning Code

Special Requirements:

☐ Non-Conforming Structure or Use is Noted for the Zoning Inventory

☐ Property is in Designated Floodway (Construction and installations may require special approval) ☐ S. E. Required

☐ Property is in Designated Flood Plain (Construction and installations may require special approval) ☐ S. E. Required

☐ Property is in Municipal Historic District/Architectural Conservation Overlay District (Exterior work approval)

Comments: ☐ HARB/City Council Approval ☐ Staff approval for in-kind replacement/work not seen from R.O.W.

Historic Work approved by: _____/_____/_____

Title Date

Action:

☐ Requires a ☐ Variance and/or ☐ Special Exception Zoning Hearing Board approved/denied on

☐ Approved ☐ Approved, contingent upon the issuance of a compliance certificate

☐ Denied

☐ Denied for the following reason(s): _____

 Zoning Administrator

_____/_____/_____
 Date

Building Code

 Approved by

 Title

_____/_____/_____
 Date

Other Approvals

Comment: _____

 Approved by

 Title

_____/_____/_____
 Date



Linda D. Thompson, Mayor
Harrisburg City Council



Department of Building
and Housing Development
Bureau of Codes
Phone: 255-6553

Tax Abatement 2005-2010 Application for Exemption

NOTICE TO TAXPAYERS

Under the provisions of Chapter 5-503 of the Codified Ordinances of the City of Harrisburg you may be entitled to a property tax exemption on your contemplated alterations or new construction. An application for exemption may be secured from the Bureau of Codes Administration and shall be filed with the City at the time a building or alteration permit is secured. (Ord. 48-2005, passed April 12, 2005).

FOR OFFICE USE ONLY	
_____	____/____/____
Property number	Date

Property Address

If my property is reassessed upwards as a result of the improvements or new construction I plan to undertake, I wish to receive and hereby apply for the exemption entitled me under the provisions of Chapter 5-503 of the Codified Ordinances of the City of Harrisburg.

Property Owner's Signature

____/____/____
Date

Or Authorized Agent

____/____/____
Date

White Copy - City

Yellow Copy - Applicant

Tax Abatement Fact Sheet

What is the Tax Abatement Program?

The Tax Abatement Program provides a financial incentive for improving a property. Owners of business or residential property who are planning improvements to an existing structure or planning to build on a vacant lot are encouraged to apply for tax abatement. If the improvements you make to your property result in the County increasing the assessment on your property (which normally causes your taxes to go up) tax abatement provides temporary relief from these additional City, Dauphin County and Harrisburg School District real estate taxes. Full taxation of the increased value of your property is deferred for a period of time based on the type and value of improvements.

Do all improvements result in a reassessment?

No. Normal maintenance improvements generally do not result in a reassessment. Major improvements, such as structural additions, major reconstruction, or expanding the habitable area of the building, will often result in reassessment. Reassessment policy is determined by Dauphin County.

Is there a maximum amount to which I am entitled?

The maximum permissible exemption per residential dwelling is \$62,755 for calendar year 2005. This amount will increase once a year to allow for inflation. The maximum exemption for new residential construction is \$130,000. The maximum exemption for business or commercial structures is \$10,000,000.

How do I apply for tax abatement?

In order to qualify for tax abatement benefits, a property owner must file for tax abatement at the same time he or she applies for a building permit for the intended improvements or new construction. All necessary electrical, plumbing, zoning and building permits must be obtained prior to beginning work.

Apply for tax abatement and permits in the Bureau of Codes Administration, Suite 205, Dr. Martin Luther King, Jr. City Government Center, 10 N. Market Square, Harrisburg, telephone 255-6552.

Tax Abatement Exemption Schedule

Please circle number applicable to your improvement

	Year 1 Amount	Year 2 Amount	Year 3 Amount	Year 4 Amount	Year 5 Amount	Year 6 Amount	Year 7 Amount	Year 8 Amount	Year 9 Amount	Year 10 Amount
(1) *Residential Improvements Under \$50,000	100%	80%	60%	40%	20%	—	—	—	—	—
(2) **New Residential Construction	100%	100%	100%	—	—	—	—	—	—	—
(7) **Business Improvement Under \$50,000	100%	80%	60%	40%	20%	—	—	—	—	—
(8) ** Business/Residential Improvement \$50,000 or more	100%	90%	80%	70%	60%	50%	40%	30%	20%	10%

* The date of the construction of the residential improvement shall be the date of the issuance of building permit or the issuance of a certificate of occupancy, which ever is appropriate.

** The effective date for abatement shall be the date of the issuance of the certificate of compliance.

NOTE: The exemption from real property taxes granted pursuant to the provisions hereof shall be upon the property exempted and shall not terminate upon the sale or exchange of the property. In the event of reassessment by the County, City or School District, tax abatement shall be proportionally applied to any new assessment so long as the tax abatement period for the property or project in question had not expired. This application is to ensure that each property or project affected by tax abatement received the same percentage of tax benefits before and after reassessment.